

DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F.No.CR/General/Misc./15

Dated : 16.12.15

Standard Operating Procedure (SOP) for issuance of RECRUITMENT AND PLACEMENT OF SEAFARERS LICENCE

1. The activity of a Recruitment and Placement Service Provider of the seafarers is regulated under Section 95 OF Merchant Shipping ACT, 1958 (44 OF 1958). THE Merchant Shipping (RECRUITMENT AND PLACEMENT OF SEAFARERS) RULES, 2005 as amended have been notified for the said purpose.
2. A person, Company, Institute, as the case may be, eligible and desirous to obtain Recruitment & Placement of Seafarers License may submit its application directly to the Indian Register of Shipping an Inspecting Agency authorized by the Director General of Shipping, under the proviso of the said Rules.
3. The Director Seamen's Employment Office (DSEO) is the competent authority to issue Recruitment and Placement of Seafarers License.
4. The extent relevant DGS Orders, Merchant Shipping Notices and Circulars are: Crew Branch Circular 9 of 2007 dated 21.09.07, Crew Branch Circular 02 of 2012 dated 16.01.12, Crew Branch Circular 2A of 2012 dated 16.02.12, Crew Branch Circular 03 of 2012 dated 03.07.12, DGS ORDER No. 22 OF 2014 dated 31.12.2014 and Merchant Shipping Notice No. 06 OF 2013 DATED 01.02.2013.
5. The said Merchant Shipping (R & P S) Rules and said relevant DGS Orders, Merchant Shipping Notices are available at the DGS official website www.dgshipping.gov.in.
6. The IRS, on the receipt of such applications, undertakes the requisite inspection, and then forwards its inspection report thereon, along with such application to concerned DSEO, within the prescribed time span of 15 days from the date of receipt of such application.
7. The DSEO then examine the application and the reports thereon of the inspecting agency, and upon satisfying himself thereto with reference to the requirements of the said rules, issue RPS license or renew such license, as the case may be, within 15 days from the date of receipt by the DSEO.
